

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**BY ORDER OF COMMANDER, 3RD WING (PACAF)**  
**WING INSTRUCTION 31-203**  
**24 JANUARY 1997**  
**Security Police**  
**BASE TRAFFIC CODE**

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This instruction implements AFD 31-2, Law Enforcement, and is based upon the Uniform Vehicle Code and Model Traffic Ordinance, and complies with the National Highway Safety Program Standards promulgated under the National Highway Safety Act of 1966. This traffic code assimilates, to the maximum extent possible, the Alaska statewide traffic code and the Municipality of Anchorage, Title 9, vehicle and traffic code. The provisions of this instruction apply to all personnel assigned, attached, or associated to the 3rd Wing (3 WG) and all other individuals, whether military or civilian, while upon any 3 WG installation or property. This instruction establishes policies and procedures governing motor vehicle traffic supervision and registration requirements on Elmendorf AFB. This publication does not apply to the US Air Force Reserve or Air National Guard units or members.

*This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is 10 USC 8012. Each form, format, or form letter prescribed by this publication which requires a Privacy Act Statement (PAS), in accordance with AFI 37-132, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided by the requester prior to collecting the information. Privacy Act information taken from an existing Privacy Act system of records, which authorizes blanket use of this information for this purpose, does not require a PAS. Collected information is "For Official Use Only." Request to release Privacy Act information, to persons or agencies outside the DoD must be in accordance with AFI 37-132, Air Force Privacy Act Program. Privacy Act System Notice F205 AF A applies.*

### **SUMMARY OF REVISIONS**

This instruction is completely revised.

Supersedes WR 125-5, 22 September 1992

OPR: 3 SPS/SPOL (MSgt Scott J. Ritter)

Certified by: 3 SPS/CC (Lt Col James L. Marchand)

Pages: 19/Distribution: F

### **1. References:**

- DoD 4160.21M, Property Disposal.
- AFP 110-3, Civil Law.
- AFR 125-14, Motor Vehicle Traffic Supervision.
- Uniform Vehicle Code and Model Traffic Ordinance.
- Title 28, Motor Vehicle Laws of Alaska.
- Title 13 Public Safety, Alaska Administrative Code.
- Municipality of Anchorage, Title 9, Vehicle and Traffic Code.

- Manual of Uniform Traffic Control Devices for Streets and Highways.
- AFI 91-207, The USAF Traffic Safety Program.

## **2. Traffic Supervision/Rules of the Road:**

**2.1. Purpose.** To provide the safe and efficient movement of traffic, and the safe and efficient use of vehicle parking spaces on Elmendorf AFB. Only situations and rules unique to Elmendorf AFB are explained below. All statutes under Title 13, Public Safety, Alaska Administrative Code Title 28, Motor Vehicle Laws of Alaska, and Municipality of Anchorage Traffic Code are applicable to traffic on Elmendorf AFB, except as noted in this instruction.

**2.2. Enforcement of Traffic Code.** The Chief, Security Police (CSP) is responsible for the enforcement of all traffic laws and regulations, including applicable state and city laws on Elmendorf AFB.

2.2.1. Security Police will issue DD Forms 1408, Armed Forces Traffic Ticket, or DD Forms 1805, Federal Violation Notice, to violators of this traffic code, or any other applicable traffic offenses. They may use a DD Form 1569, Incident Complaint Report, when a lengthy explanation is required for serious violations such as drunk or reckless driving.

2.2.2. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to trial by court-martial, punishment under Article 15/UCMJ, or other types of disciplinary or administrative action deemed necessary by the unit commander for violations of the provisions of this instruction, other applicable regulations, directives, or laws pertaining to traffic.

2.2.3. Persons not subject to the UCMJ may be subject to trial before a United States Magistrate for violations of law pertaining to traffic.

2.2.4. Persons not subject to the UCMJ are subject to administrative action by the installation commander, or designated representative, for violations of this instruction.

**2.3. Exceptions Authorized.** The driver of either authorized emergency vehicle, when responding to an emergency call, or Security Police vehicle operator in the pursuit of a suspected violator of the law, may within reason and with due regard for the safety of all persons, exercise the following privileges. These privileges apply **ONLY** when using authorized visual and audible (except when parking or standing) signals:

2.3.1. Park or stand, irrespective of the provisions of this traffic code, provided they do not intentionally block traffic or create a traffic hazard.

2.3.2. Proceed past a red light, stop signal, or stop sign, only after slowing to ensure safe operation and right-of-way has been granted by all other drivers.

2.3.3. Exceed the maximum speed limits, as long as this does not endanger life or property.

2.3.4. Disregard regulations governing direction of travel or turning in specified directions.

**2.4. Overtaking and Passing Foot Troops.** All drivers will yield the right-of-way to all formations of foot troops marching on a street or roadway on Elmendorf AFB. The maximum speed while passing troops (from any direction) is 10 mile per hour (MPH).

2.4.1. If overtaking a formation going in the same direction, the operator will not pass the formation until signaled or motioned by the troop commander.

2.4.2. If meeting a formation going in the opposite direction, the operator will reduce speed and pass with caution.

2.5. **Crossing Fire Hose.** No vehicles will be driven over an unprotected fire hose laid down on any roadway during an emergency response, unless directed to cross by Security Police or fire department personnel.

2.6. **Driving in Areas Prohibited.** Operators will not drive vehicles in areas prohibited by this traffic code, or in areas specifically identified in this instruction.

2.6.1. **Driving on Grass or Seeded Areas.** The driver of a motor vehicle **WILL NOT** drive or park on any grass or seeded areas.

2.6.2. The driver of a motor vehicle **WILL NOT** drive through an area which is posted, marked, or barricaded by means of barriers, traffic cones, or signs.

2.7. **Limitations on Backing.** A driver will not back a vehicle, unless such movement can be made safely. When backing vehicles with limited vision to the rear, a spotter will be used. If no spotter is available, the operator, prior to backing, will visually check the area in which the vehicle will be backed.

2.8. **Obedience to Enforcement Officials or Those Persons Designated.** No person will willfully fail or refuse to comply with any lawful order or direction of any enforcement officials or persons directed by Security Police to control traffic.

2.9. **Wearing a Device that Affects Hearing (Headphones).** No person may drive, walk, jog, ride a bicycle or coaster wheeled conveyance, on streets or roadways (designed for vehicle traffic) while wearing any device or instrument which substantially impairs his/her hearing. This includes, but is not limited to, the use of headsets or earphones containing or connected to any source of sound. Excluding motorcycle helmet intercoms.

2.10. **Unattended Vehicles.** No person in charge of a motor vehicle will park or stand the vehicle without first stopping the engine, locking the ignition, and removing the key.

2.10.1. During winter periods, vehicles may be left running unoccupied for short periods to warm up the engine, prior to operating. However, the vehicle must be under constant observation by the operator.

2.10.2. Emergency equipped vehicles may be left running unattended for short periods of time when emergency equipment is operating.

2.10.3. Children under 6 years of age will not be left unattended in a motor vehicle.

2.10.4. Vehicles will not be left unattended on jacks, regardless of the time element involved. Vehicles that must have wheels removed for repair or vehicle maintenance will be lowered onto jack stands and other wheels chocked, when unattended.

2.11. **Unsafe Operation of Vehicle.** No person will operate a vehicle with more occupants than available restraint devices.

2.12. **Loads Requiring Police Escort.** A police escort will be required for all vehicles with loads of 12 feet or more in width, or 14 feet or higher. Such vehicles may be operated on streets or highways where the pavement is capable of carrying the weight and equipment without damaging the pavement, and along such routes as will least interfere with overhead cables or endanger users of the roadway. The time these vehicles may be moved will be determined by the Security Police.

2.13. **Suspension/Revocation of Base Driving Privileges for Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) Offenses.** Persons who operate motorized vehicles to include snow machines, all

terrain vehicles (ATV), and motor powered watercraft, while under the influence of intoxicants, will have their installation driving privileges revoked.

2.13.1. The installation commander, or designated representative, will be briefed on all facts concerning on-base DUI/DWI incidents and may authorize the suspension/revocation letter be served immediately to the offender.

2.13.2. For off-base DUI/DWI incidents concerning active duty Air Force personnel, the Security Police Desk Sergeant will notify the offender's first sergeant or commander. All information will be entered into the Security Police Blotter. The 3 SPS/SPAR will initiate revocation of the members installation driving privileges.

2.14. **Implied Consent.** A person who operates or drives a motor vehicle on this installation will be considered to have given consent to a chemical test of his/her blood or breath for the purpose of determining the blood alcohol content. Chemical test for all personnel will be by breath, subject to availability of an intoximeter. Test by blood will be offered in the absence of an intoximeter.

2.14.1. **Refusal to Submit to a Chemical Test.** Refusal to submit to a chemical test of blood or breath, will result in revocation of installation driving privileges.

2.14.2. A 12-month revocation will be imposed, regardless of the outcome or findings of administrative or courts martial proceedings.

2.15. **Administrative Suspension/Revocation For Other Than DUI/DWI and The Rebuttal Process.** The 3rd Support Group Commander (3 SPTG/CC) is the designated representative concerning suspension and revocation actions. Suspension and revocation actions apply to both private and government vehicles, regardless of the type vehicle operated for which action was taken.

2.15.1. Unit commanders, or staff agency directors, may request suspension/revocation action of a military or civilian employee's or military family members on-base driving privileges. Requests should be made, in writing, to 3 SPTG/CC through 3rd Security Police Squadron/Security Police Administration and Reports (3 SPS/SPAR).

2.15.2. Automatic suspension/revocation of installation driving privileges will be assessed for the following violations:

2.15.2.1. Littering from a vehicle will result in a suspension of 30 days for the first offense. Any subsequent offense thereafter requires a 60-day suspension.

2.15.2.2. Persons who accumulate 12 traffic points within 12 months or 18 traffic points in 24 months will have their driving privileges revoked for 6 months.

2.15.2.3. Failure to report involvement in a motor vehicle accident, resulting in property damage, will result in a suspension of 30 days. Any subsequent offense thereafter will result in a 6-month suspension.

2.15.2.4. Failure to remove installation registration decals will result in a 30-day suspension. Any subsequent violation will result in a 6-month revocation.

2.15.2.5. Failure to meet minimum insurance requirements by the State of Alaska will result in a 6-month suspension for each offense ticketed.

2.15.2.6. The 3 SPTG/CC may suspend or revoke an individual's installation driving privileges for offenses not listed by instruction or regulation.

2.15.3. Traffic points will be assessed for the following violations not covered by instructions or regulations:

2.15.3.1. Driving over 20 MPH in a marked school zone will be assessed 6 traffic points.

2.15.3.2. Driving a vehicle in violation of restrictions listed upon an individual state operator's license will be assessed 6 traffic points.

2.15.3.3. Operating a vehicle on the installation with chains or studded tires out of season will be assessed 2 traffic points.

2.15.4. Appeal of an administrative revocation or suspension and rebuttal of an Armed Forces Traffic Ticket **MUST** be submitted as follows:

2.15.4.1. Military personnel and civilian employees must appeal revocations or suspensions, in writing, to 3 SPTG/CC through their unit commander and 3 SPS/SPAR. Appeals should arrive at 3 SPS/SPAR within 10 days after receipt of the revocation/suspension.

2.15.4.2. Civilians or dependents may appeal revocations or suspensions, in writing, to 3 SPTG/CC through 3 SPS/SPAR. Appeals should arrive at 3 SPS/SPAR within 10 days after receipt of the revocation/suspension notice.

2.15.4.3. Requests for restricted driving privileges may be made at any time during the period of the revocation or suspension.

2.15.4.3.1. Military personnel and civilian employees may submit requests for restricted government owned vehicle (GOV)/privately owned vehicle (POV) privileges through their unit commander, 3 SPS/SPAR to the 3 SPTG/CC.

2.15.4.3.2. Civilians or dependents may submit requests for restricted POV privileges to 3 SPTG/SP through 3 SPS/SPAR.

2.15.4.4. Military personnel may rebut an Armed Forces Traffic Ticket. Traffic Ticket rebuttals must be dated no later than 10 days following the receipt of the violation and include an endorsement by the unit commander or first sergeant. Traffic Ticket rebuttals will be submitted to 3 SPS/SPAR.

2.15.5. Military members who have lost their installation driving privileges, due to the accumulation of traffic points, are required to attend a remedial driver training course. Proof of completion must be presented to 3 SPS/SPAR prior to reinstatement of driving privileges.

2.16. **Open Container.** No person may drive a vehicle with an open container of an alcoholic beverage in the passenger compartment of the vehicle.

2.17. **Environmental and Pollution Control.** No person will operate a vehicle emitting excessive sound, whether mechanical or stereo, nor a vehicle which emits excessive smoke.

2.17.1. *Excessive sound* is defined as that sound which will cause a normal person to shout or significantly raise the tone of voice to effectively communicate.

2.18. **Right-of-Way to Snow Removal Equipment.** All vehicles, except authorized emergency vehicles, will grant the right-of-way to snow removal operations. Overtaking and passing snow removal equipment is prohibited.

2.19. **When Headlights are Required.** Headlights will be used 30 minutes after sunset until 30 minutes before sunrise, and when visibility is reduced.

2.19.1. Motorcycles will have their headlights on whenever they are in motion.

2.19.2. The use of parking lights, when a vehicle is in motion during reduced visibility/hours of darkness, will only be allowed while vehicles are entering installation entry control points. When a vehicle is parked off the main traveled portion of the roadway or a street where parking is not common or prohibited, the driver will turn on parking lights or emergency flashers.

2.20. **Eluding a Enforcement Official.** Any driver of a motor vehicle who willfully fails or refuses to bring his/her vehicle to a stop, or who otherwise flees or attempts to elude a pursuing police vehicle, will be ticketed. The signal given by the enforcement official may be by hand, voice, whistle, emergency light, or siren.

2.21. **Eluding Traffic Control Devices.** It's unlawful for any person to drive through parking lots or other areas to elude specific traffic control devices to include signs, stanchions, and persons controlling traffic.

2.22. **Quiet Zones.** All motor vehicles, including automobiles, trucks, snowmobiles, motorcycles, and off-road vehicles (ORV) are prohibited from being operated in and near on-base residential areas, in such manner as to create a disturbance of the peace.

2.22.1. Accelerating a vehicle in such a manner as to cause a loud or unusual noise is prohibited.

2.22.2. Sounding a horn is prohibited except to avoid accidents or when backing a GOV.

2.22.3. The hours designated for "quiet hours" in residential areas are between 2200 and 0600 daily.

2.23. **Driving With Obstructed Vision, Safety/Warning Lights.** No operator shall operate a vehicle without first clearing all windows, front, side, and rear of all obstructions. Operators will also clear obstructions, snow, ice and dirt from all headlights, safety lamps, warning lights, and license plates. Vehicles which are not cargo vehicles will not be loaded as to restrict visibility in the rear.

2.24. **Extended Bumpers.** POVs having extended bumpers to accommodate cab over campers will not exceed a length of 18 inches when the camper is dismounted from the vehicle. Those bumpers which cannot be shortened to 18 inches will display two red lights activated by tail and brake lights. Rear turn signals must be visible from a distance of at least 150 feet. In addition, one reflector must be mounted on each side of the bumper to call attention to the extended length.

2.25. **Safety Belts.** All military personnel and civilians operating motor vehicles on Elmendorf AFB **WILL** wear safety belts when installed as original equipment or added equipment. All children under the age of four, or weighing 40 pounds or less, must be in a federally approved child safety seat while in the vehicle. Children between four and seven must be in a restraint or a safety seat belt. The vehicle operator is responsible for child passengers.

2.25.1. Seat belt spot checks will be conducted on the installation. Security Police personnel, while making traffic stops based on probable cause, and installation entry controllers during other than peak traffic periods will check for compliance.

2.25.2. Operators refusing to wear a safety belt after being advised that wear is mandatory, may be denied entry to the installation, unless they desire to proceed on foot.

2.25.3. Security Police will ticket active duty military personnel for safety belt violations on DD Form 1408. Unit safety officers/noncommissioned officers (NCO) will identify personnel found not to be wearing seat belts, to their unit commander.

**2.26. Pedestrian Limitations and Other Right-of-Ways.** Pedestrians will obey the instructions of any official traffic control device, specifically applicable to pedestrians, and are subject to the following limitations and restrictions.

2.26.1. Recommend pedestrians or joggers wear reflective clothing during periods of reduced visibility.

2.26.2. Pedestrians will walk, run, or jog on the sidewalk, when provided. When no sidewalk or path is present, pedestrians will walk, run, or jog on the furthest outside shoulder on the left side of the roadway, facing oncoming traffic.

**3. Speed Limits.** No person will drive a vehicle at a speed greater than is the posted speed limit, or at which reduced speed is reasonable and prudent under existing weather, road, and traffic conditions with regard for actual and potential hazards, whichever is less.

3.1. Maximum speed limit on Elmendorf AFB, is 25 MPH, unless otherwise posted or as indicated below:

- Base Housing Area: 15 MPH.
- Flight Line: 15 MPH.
- Parking Lots: 10 MPH.
- School Zones: 20 MPH when lights are flashing, or when children are present, unless otherwise posted.
- Alleys: 15 MPH, unless otherwise posted.
- An operator may not drive at a slow speed as to impede the normal flow of traffic.

3.2. **Winter/Inclement Weather Speed Limits.** The 3 SPTG/CC will reduce installation speed limits to 25 MPH from when conditions warrant after the first snowfall to spring breakup. Security Police will change the speed limit signs on Davis Highway, 2nd and Acacia Streets, Loop, Burns, Spur, Oil Well, and Hubble roads.

3.3. **Use of Radar/Laser Detection Devices.** The use of radar/laser detection devices to indicate the presence of speed recording instruments, or to transmit simulated erroneous speeds, is prohibited.

#### **4. Parking Supervision:**

4.1. **Purpose.** Parking restrictions are established to manage on-base parking facilities and support the mission.

4.2. **Enforcement.** For violations discovered while the vehicle is unattended, the license plate number shall constitute prima facie presumption the registered owner of the vehicle was the person responsible for the violation.

4.3. **Prohibited Parking.** Unauthorized vehicles will not be parked in areas marked or designated as reserved parking, nor will an operator park a vehicle where it's prohibited by signs, markings, or other provisions of this code, except those given to emergency vehicle operators. Parking rules are enforced 24 hours per day.

4.3.1. No person will impede the normal flow of traffic by parking, stopping, or leave standing any vehicle, whether attended or unattended, upon the paved or main traveled part of the highway.

4.3.2. No person will stop, stand, or park a vehicle, unless necessary, to avoid other traffic or comply with the directions of a enforcement official, in any of the following places:

4.3.2.1. Within 50 feet of any hangar or ammunition, or fuel storage areas, except in designated parking spaces.

4.3.2.2. Within 10 feet of any building or structure, except in designated parking spaces. Campers, trailers, and motor homes will not be parked within 15 feet of any guest quarters building.

4.3.2.3. Blocking driveways.

4.3.2.4. In reserved spaces.

4.3.2.5. Upon lawns and on seeded areas, except during winter months when determined safe by the Natural Resource Officer and ordered by the 3 SPTG/CC.

4.3.2.6. Within 15 feet of trash containers (dumpsters), unless specifically authorized by marked parking space.

4.3.2.7. Parking vehicles, trailers, boats, and trailer/campers in a fire lane.

4.3.2.8. Parking within 15 feet of any building exit or furnace room is prohibited, except for loading and unloading.

4.3.2.9. In areas where parking spaces have been outlined by painted lines on the paved surfaces, vehicles must be parked within the markings as provided. Areas painted with multiple white stripes are designated "NO PARKING" areas.

4.3.2.10. Within 15 feet of any fire hydrant.

4.3.2.11. Parking opposite the normal flow of traffic.

4.3.2.12. Parking in a posted loading/unloading zone, unless for loading/unloading.

4.3.2.13. Government vehicles will not be parked or stored inside of buildings or structures, other than those specifically designated as motor pools, vehicle warm storage buildings, or maintenance garages.

4.3.2.14. No vehicle will park on or along any public roadways, streets or parking lots for a period exceeding 48 hours.

4.3.2.15. Vehicles will not be parked in areas not marked for parking.

**4.4. Major Maintenance in Parking Areas/Housing Areas.** Major maintenance such as body work, disassembly of transmission, rear end, or the motor will not be performed on vehicles in any parking lots or in the housing areas. In addition, major body repairs are prohibited in the listed areas. Minor repairs, such as changing tires, fan belts, wheel cylinder, and motor tune-ups are authorized; however, oil and/or transmission fluid changes are prohibited.

**4.5. Authorized Parking in the Housing Areas.** POVs in housing areas will be parked in assigned or designated parking areas or driveways. The following street parking is authorized for passenger cars, motorcycles, and pickup trucks without mounted cab over campers:

- Apple Street (west side only).
- Aster Street (south side only).
- "B" Street (north side only).
- Beach Street (east side only).



- Begonia Street (south side only).
- Cherry Drive (east side from 2nd to Elder streets only).
- Citrus Ave (east side only).
- Crocus Street (west side only).
- All Hospital Housing Courts (right side only).
- “I” Street (west side between 3rd and 5th streets only).
- “J” Street (east side between 3rd and 5th streets and north side between 7th and 8th streets only).
- “K” Street (right side between 8th and 9th streets only).
- Lemon Avenue (south side between 2nd to Peach streets only).
- Orange Avenue (east side only).
- Plum Avenue (east side between Camellia to Persimmon streets and both sides from Persimmon Street to Bluff Road only).
- Williwaw Way (both sides).
- 12th Street (south side between “E” Street and Main Exchange exit only).

4.6. **Additional Authorized Parking in the Housing Area.** Pickup trucks with cab over campers are authorized to park on the following roadways in the housing area:

- All Hospital Housing Courts (right side only).
- “I” Street (west side between 3rd and 5th streets only).
- “J” Street (east side between 3rd and 5th streets only).
- Plum Avenue (east side between Camellia and Persimmon streets and both sides from Persimmon Street to Bluff Road only).
- Williwaw Way (both sides).

4.7. **Parking Recreational Vehicles.** Private vehicles, boats, and campers/trailers, and so forth, will not be parked or stored inside government buildings, or structures with exception of quarters’ garages.

4.7.1. A mobile home court (designed as a permanent dwelling) is not available on Elmendorf AFB.

4.7.2. Trailers, whether recreational, boat, or utility, will not be parked in family housing areas or dormitory parking lots between 1 October and 15 April. **EXCEPTION:** Snow machines/all-terrain vehicle (ATV)/all-terrain cycle (ATC) trailers are exempt from this requirement.

4.7.3. Recreational vehicles, trailers, motor homes, and so forth, will not be parked or stored on the lawns, next to quarters, or otherwise off paved areas. **EXCEPTION:** Snowmobiles may be stored on lawns between 1 October and 15 April.

4.7.4. Motorcycles will be stored in the Persimmon lot or any additional approved storage lot between first snowfall and break-up. Dormitory residents may use the storage lot adjacent to Building 31-166. Housing Officer is the point of contact (POC) for dormitory personnel.

4.8. **Enforcement.** Vehicles parked in violation of this instruction will receive a traffic ticket. If the vehicle is not removed the vehicle may be towed and stored at the owner's expense. Normally the tolerance is 48 hours, however, parked vehicles that impede vehicle/pedestrian traffic, snow removal operations, or pose a safety hazard may be towed immediately if the owner/operator cannot be located.

4.8.1. Any vehicle partially dismantled, nonoperational, wrecked, junked, or in a derelict condition parked on a public street or roadway, or in a public parking lot, is subject to impoundment at the owner's expense, including towing and storage fees.

4.8.2. Nonoperational vehicles, vehicles awaiting parts, or vehicles whose owners do not desire to operate them will be stored at the owner's risk inside the fenced area at the Base Auto Hobby Shop, with permission of the shop manager. **EXCEPTION:** Snowmobiles/ATV trailers are exempt from this requirement.

4.9. **Parking While Temporary Duty (TDY)/On Leave.** Personnel residing in base housing who are departing TDY or on leave may leave their primary means of transportation parked in base housing during that period of time; however, they will ensure there is a POC available who can move the vehicle if the need arises. Vehicles without current registration will be cited.

4.9.1. Dormitory residents who are departing TDY, or on leave, must either ensure there is a POC available who can move the vehicle if the need arises, or park in the long term parking lot located on Tulip Street in the farthest north east corner. Owners will leave either a copy of their orders or leave form in the vehicle (with Privacy Act Information excluded) while parked in the long term parking lot. Vehicles without current registration will be cited.

4.9.2. Personnel living off the installation and personnel who reside in base housing who depart from the Air Mobility Command (AMC) terminal on TDY, or on leave, may park in the AMC long term parking area for the duration of their travel. Vehicle owners will use the lot at their own risk. The vehicle must possess current state registration and insurance. Owners will register the vehicle with AMC Terminal personnel and receive an AMC Form 14, parking pass to be placed in the dash of the vehicle.

4.10. **Stock/Racing Vehicle Parking, Storage, and Registration.** These vehicles must have an Elmendorf AFB decal displayed. The decal will be issued through the 3rd Security Police Squadron/Pass and Registration (3 SPS/SPAP), using the vehicle identification number (VIN) for registration. If the vehicle is being towed, it must have a current license plate, otherwise it must be on a tow trailer possessing current license plates.

4.10.1. These vehicles must be used for off-the-road racing purposes only. A vehicle will not be considered a racing vehicle if it's under construction. Vehicles will not be constructed in the base housing or dormitory areas. This type of maintenance or construction will be accomplished at the Base Auto Hobby Shop or an off-base facility. Vehicles parked at the Auto Hobby Shop must have a valid parking permit issued by Auto Hobby Shop personnel. Vehicles with expired permits will be considered derelict and will be impounded.

4.10.2. These vehicles may be parked at the owner's base housing/dormitory 24 hours prior to and 24 hours after completion of racing. During other periods, they will be parked in the applicable long term storage lot.

4.11. **Parking for Purposes Prohibited.** Vehicles advertised for sale will not be parked in any area for the specific purpose of the advertisement, unless registered and parked in the vehicle "For Sale" lot. This does not preclude owners from operating their POV's with "For Sale" signs and parking at their base housing/dormitory area, duty location, and so forth.

**4.12. Parking Warden Program.** Commanders may designate parking wardens to assist Security Police in parking enforcement.

4.12.1. Appointments must be made to 3 SPS/SPOL and include name of personnel appointed and the specific area of reserved parking to be enforced.

4.12.2. The 3 SPS/SPOL will schedule training for all personnel appointed as traffic wardens.

## **5. Accident Reporting and Investigation:**

**5.1. Driver's Responsibility.** Drivers are responsible for reporting accidents involving death, bodily injury, damage to GOVs, POVs and owned other property.

5.1.1. The driver of a vehicle involved in an accident will immediately notify the Security Police Law Enforcement Desk Sergeant.

5.1.2. Vehicles will not be moved from the accident scene prior to the arrival of Security Police personnel.

5.1.3. After reporting the accident to the Security Police, the operator of any vehicle striking an unattended vehicle must attempt to contact the owner of the unattended vehicle. Whether attempt to contact an owner is successful or not, all operators involved will remain at the accident scene until Security Police arrive.

**5.2. Occupants or Other Persons Responsibility.** When a driver of a vehicle is physically incapable of giving immediate notice of an accident and there is an occupant in the vehicle at the time capable of doing so, that occupant or person will give notice to the Security Police Law Enforcement Desk Sergeant.

**5.3. Accident Investigation.** Security Police will respond to all accidents occurring on Elmendorf AFB, and upon arrival will accomplish an accident report.

**5.4. Reporting to the State of Alaska.** POV operators must complete Alaska Form 12-209, Report of Motor Vehicle Accident, after an accident resulting in injuries or damage over \$500. Forward completed forms to the Alaska Department of Motor Vehicles within 10 days of the accident. Forms are available either at the law enforcement desk or from the accident investigator.

## **6. Vehicle Registration and Related Requirements:**

**6.1. License Plates.** License plates will be kept free of dirt, snow, or other road film hindering identification of the vehicle. Vehicles parked or operated on the installation must display current state license plates. Vehicles parked in the Persimmon, Cherry Hill, or dormitory storage lots are exempt from this requirement.

**6.2. Military Family Member Responsibilities.** Military family member who purchase a vehicle in Alaska and register the vehicle in their name must obtain Alaska license plates.

**6.3. Driver's License.** All personnel (military and civilian) must have in their possession a valid state issued driver's license while operating any POV.

6.3.1. All personnel (military and civilian) who operate a GOV (appropriated or non-appropriated) will have an AF Form 2293, US Government Motor Vehicle Operator Identification Card, or valid state issued driver's license in their possession, and proof of registration.

6.4.2. Any person ticketed for operating a motor vehicle without a driver's license in their possession will produce their license to their commander the first duty day following the violation.

6.4.3. Military family members must obtain an Alaska Driver's License in accordance with State of Alaska Law.

6.4.4. Personnel in possession of an expired driver's license will be denied base registration until a valid license is obtained. **EXCEPTION:** Military personnel possessing an out-of-state drivers license of which they are a current legal resident and that state provides a military renewal exemption.

6.5. **Base Registration.** All POV's will be registered with the 3 SPS Pass and Registration.

6.5.1. Base decals will be permanently affixed on the outside, lower driver's side of the vehicle windshield.

6.5.2. All registered vehicles will display a DD Form 2220, Elmendorf AFB Installation Tab, and an expiration tab. Installation and expiration tabs must be positioned underneath and bordering the DD Form 2220, so that altogether they form a 4" X 2" horizontal rectangle.

6.5.3. Security Police may confiscate an improperly mounted or displayed DD Form 2220.

6.6. **Safety Requirements/Defective Vehicles.** Persons will not operate a vehicle not in compliance with State of Alaska safety requirements. Owners will not allow an unsafe or defective vehicle to be operated.

6.6.1. Military personnel who are ticketed for unsafe/defective vehicle operation will report to their first sergeant or commander within 3 days with the ticket. If the defect is corrected, the ticket will be voided and returned to 3 SPS/SPAR.

6.6.2. Civilians may report to the law enforcement desk, Building 2-900, within 3 days with corrected discrepancies. Security Police personnel will verify the correction, void the ticket and return it to 3 SPS/SPAR.

6.6.3. Uncorrected violations or corrections made after 3 days will result in a request for command action and the assessment of traffic points, when warranted. Uncorrectable deficiencies will result in deregistration of the vehicle.

6.7. **Deregistration Procedures.** The registrant will remove the decals from the vehicle and return the decal remnants to the Pass and Registration Section:

6.7.1. Upon sale or other disposition of the vehicle, even to another military member, unless the new owner is eligible to register the vehicle on the installation.

6.7.2. When transferring vehicle possession using a power of attorney, the designee on the power of attorney will register the vehicle in his/her name, using the current decals.

6.8. **Deregistration Due To Revocation.** Individuals will remove the DD Form 2220 and turn it in to the 3 SPS/SPAP within 10 duty days after receiving notice of revocation. The vehicle may be registered in a military family members name and the present DD Form 2220 may remain on the vehicle, if a military family member meets registration requirements.

## 7. Motorcycles and Motor-Driven Cycles:

7.1. **General.** For the purpose of this instruction, motorcycles include any motor driven cycle. Motorcycle operators must attend a USAF approved motorcycle safety course. The base decal must be affixed to the front fender and front frame/fork of those motorcycles without fenders.

7.2. **Authorized Operators.** When operating a motorcycle, operators will have in their possession a valid license/operator's permit and Motorcycle Safety Foundation course completion card. Pending completion of the safety course, the driver will have in his/her possession a letter from the 3rd Wing Safety Office stating that he/she is scheduled for the course.

7.2.1. The Practice Motorcycle Area is located on Taxiway "P" between Acacia Drive and the Sports Annex, Building 31-375. The Air Force accepts no liability for damage/injury incurred as a result of using this area. Personnel using this area will be in possession of an Alaska State Motorcycle or Motor Scooter license/permit. Military Family Members will be under the supervision of the sponsor while in the practice area.

7.3. **Registration Requirements.** The owner must provide proof of ownership, current state registration/valid state driver's license, and a motorcycle safety foundation completion certificate/card.

7.4. **Required Personal Protective Equipment.** Requirements for motorcycle operations on the installation and for Air Force personnel off of the installation include the following: Operators and passengers must wear a securely fastened helmet meeting Department of Transportation (DOT) standards and transparent eye protection, consisting of impact resistant goggles or a full face shield attached to the helmet, hard sole shoes or boots, full fingered gloves, long pants, and a brightly colored contrasting long sleeve shirt, vest, or jacket highly visible during the day and reflective during hours of darkness. Operators/riders should consider affixing reflective materials to their helmets.

7.5. **Additional Equipment Required.** Motorcycles must be equipped with two mirrors, one on each side of the handlebars. The operator's view to the rear must be at least 200 feet. Headlights will be on at all times while the motorcycle is in operation.

7.6. **Seasonal Requirements.** Motorcycle will only be operated during periods specified by 3 SPTG/CC, normally after break-up until the first snowfall of the winter season.

## **8. ATV's and Snowmachines:**

8.1. **General.** ATV's include three and four wheeled motorized vehicles designed primarily for recreational off-road use.

8.2. **Permits and Registration.** Assigned personnel operating ATV's or snowmachines on the installation trail system must obtain a Wing Form 30, ORV Permit. The Base Natural Resources Office will issue the Wing Form 30 (one copy) and assign/maintain a control number. In addition, all snowmobiles are required to be registered with the State of Alaska.

8.3. **Procedures.** Operation on Elmendorf AFB is permitted in designated areas only. Information may be obtained at the Base Natural Resources Office located at the wildlife museum.

8.3.1. Visitors may operate ATV's/snowmachines on Elmendorf AFB when accompanied by a sponsor.

8.3.2. During summer months, ATVs must be transported (not ridden) to and from authorized areas as designated by Base Natural Resources Office.

8.3.3. Snowmachines may travel through housing areas by the most direct route to the nearest trail. Speed may not exceed 10 MPH.

8.3.4. Snowmachine operation is prohibited between 2200 and 0700 daily.

8.3.5. Operation of ATV's or snowmachines, specifically designed for youth, is permitted only when accompanied by a qualified and knowledgeable person over 16 years of age.

8.3.6. Snowmachine operation prior to the accumulation of a sufficient depth of snow (12 inches) and operation on frozen lakes (until the ice is 6 inches thick) is prohibited. The Base Natural Resources Office will open trails and lakes as instructed by the 3 SPTG/CC.

#### 8.4. **Areas Prohibited:**

- Housing and main base (restricted to and from authorized trails, by most direct route only).
- Taxiways and runways.
- Sidewalks and seeded areas.
- Playgrounds and picnic areas.
- The 381 IS antenna farm adjacent to Six-Mile Loop Road.
- Gasoline storage areas in the area of Loop and Burns roads.
- Munitions storage area north of Six-Mile Lake on Loop Road.
- In any restricted or controlled area on the installation.
- Cherry Hill gravel pit.
- FAMCAMP area.

8.5. **Required Individual Safety Equipment.** All operators and passengers must wear protective devices as described in paragraph 7.4, this instruction.

8.6. **Safe Operation.** ATV's will have an operational headlamp and tail light and be equipped with a throttle, which when released by hand, will return the engine speed to idle. All ATV's must have an effective muffler system to reduce noise.

8.6.1. Snowmachines will be equipped with a rubber flap attached to the rear of the frame, covering the exposed track to prevent it from throwing snow, ice, rocks, and other like objects.

8.6.2. An ATV or snowmachine may not be used for the purpose of towing or pulling a person, except a sled designed specifically for snow machines. All sled passengers must wear a helmet and eye protection.

8.7. **Accident Reporting.** All operators will immediately report accidents involving damage to private/government property and personal injury to the Security Police Law Enforcement Desk Sergeant.

8.8. **Snowmachine Storage, 15 April - 1 October.** During summer months, snowmachines/snowmachine trailers will be stored in the Persimmon Lot or Cherry Hill Storage Lot, or at an off-base location. ATV's may be kept at dormitories and housing areas if stored on a trailer and parked on the paved surface in a designated parking spot. Parking of more than two ATV's per unit is prohibited.

8.9. **ATV Storage, 1 October - 15 April.** ATV's may be parked at the dormitory and housing areas during winter months. ATV's/trailers in base housing areas will be stored near assigned quarters, but not in driveways, or on roadways. Personnel are not allowed to park more than two ATV's per unit.

8.10. **Protection of Wildlife and Natural Resources.** No one, while operating an ATV/snowmachine within the limits of Elmendorf AFB, will willfully destroy natural resources or harass wildlife. Riding an ATV through lakes, streams, or wetlands is prohibited.

8.11. **Areas Posted as Prohibited.** No one will operate their ATV/snowmachine in areas posted with signs stating "No Snowmobiling," "No ATV's, or snowmachines," "Trail Closed," or "Motorized Vehicles Prohibited."

8.12. **Full Sized Off Road Vehicle Operation.** There are no authorized trails for full sized, off road equipped vehicles on this installation.

8.13. **Specially Equipped ATV Use in Housing Areas.** ATVs equipped with snow removal equipment may be operated in the family housing areas specifically for snow removal only.

## **9. Bicycle/Play Vehicle Operation and Child Safety Restrictions:**

9.1. **Operation.** All traffic regulations apply to persons riding bicycles on roadways.

9.2. **Required Safety Equipment.** All personnel who ride bicycles on the installation **MUST** wear an ANSI/SNELL approved bicycle helmet. Exceptions are those persons operating three wheeled bicycles and/or workers operating in an industrial/flightline area designated as a no-hat area, due to potential foreign object damage.

9.2.1. Bicycles ridden during the hours of darkness will be equipped with a lamp on the front, which will emit a white light visible from a distance of at least 500 feet and an approved red rear reflector or light visible at 150 feet.

9.2.2. Every bicycle will be equipped with an approved brake, which will enable the operator to stop on dry, level, or clean pavement.

9.3. **Restrictions.** Bicycles will use bicycle lanes if provided. Bicycles operated on roadways will be in single file, as far to the right as possible, and use extreme caution when crossing heavily traveled intersections/roadways. Ramps or jumps for skateboards, bicycles, or coaster-wheel conveyances will not be used on installation roadways.

9.4. **Registration of Bicycles.** All personnel are encouraged to register their bicycles with Security Police.

9.5. **Play Vehicles.** Play vehicles, wagons, cars, carts, tricycles, scooters, skateboards, rollerskates, rollerblades, and all other self-propelled toys **MAY NOT** be operated on any EAFB roadway.

9.6. **Playing in Roadways.** For safety reasons, no person is allowed to play baseball, street hockey, football, soccer, kickball, or any other recreational sport on EAFB roadways.

9.7. **Proper Supervision Defined.** A child who is allowed to play on roadway on EAFB is considered to be improperly supervised by their parent or guardian.

9.8. **Additional Safety Requirement.** All persons operating rollerblades/rollerskates on EAFB must wear an ANSI/SNELL approved helmet.

## **10. Reserved Parking:**

10.1. **Allocation of Spaces.** Reserved parking spaces will be held to an absolute minimum on Elmendorf AFB. Reserved parking spaces are authorized for:

10.1.1. Generals, colonels, chief master sergeants, and equivalent grades of other services and civilians GS-14 and above.

10.1.2. Organizational commanders and first sergeant.

10.1.3. Quarterly/Monthly award winners and volunteers, as designated.

10.1.4. Handicapped spaces, as needed.

10.1.5. Visitor/Customer parking spaces. (These spaces should have a time limit on parking, that is, 15 minute parking only.)

10.1.7. Mission essential military vehicles, that is, alert vehicles, police vehicles.

10.1.8. Physician on-call slots at Elmendorf Hospital (two spaces).

10.1.9. Emergency vehicle spaces for police, fire, ambulance, and other marked emergency vehicles.

10.1.10. Contractor vehicle slots when such vehicles are determined mission essential by the issuing agency and such slots are called for in contracts.

10.1.11. Reserved parking spaces beyond those listed above that appear to have merit and are within the intent of this instruction may be approved by the Base Traffic Engineer.

10.2. **Procedures for Reserving Spaces.** The official having control over the parking area will submit a letter of justification and an AF Form 332, BCE Work Request, with a diagram showing the reserved slots location to 3 SPS/SPOL, 3 CES/CEOE, and 3 WG/SE for coordination. The Base Traffic Engineer is the approving authority and will maintain a current roster of authorized reserved parking areas. The 3 CES will post approved signs. If the requester disagrees with the Base Traffic Engineer's decision to disapprove a work request, it may be forwarded to 3 SPTG/CC for a final decision. All reserved parking signs will be of a standard design, constructed by 3 CES, and will contain the following: Reserved Parking, organization, and office symbol of authorized person.

## **11. Recreational Vehicle (RV) Policy:**

11.1. **General.** This area prescribes policy governing the use and storage of RVs on Elmendorf AFB. All personnel residing on Elmendorf, both housing and dormitory residents, in possession of an RV will store their RV in their respective areas or an off-base storage facility. Persimmon Lot, Cherry Hill Storage Lot, or the dormitory RV parking/storage lot. All military personnel (active duty or retired) may make reservations for the Persimmon Lot.

11.2. **Temporary Parking for RVs.** Temporary parking of an RV is permitted in the base dormitory/family housing areas for periods not to exceed 48 hours for maintenance and to load/unload before or after trips.

11.3. **Permanent Parking of RVs.** Permanent parking of an RV in the family housing/dormitory areas will be permitted only when the vehicle is classified as a primary means of transportation.

11.3.1. A request with complete justification, endorsed by the unit commander, will be forwarded to 3 SPS/SPOL, who will assign a control number and issue a temporary Wing Form 18, Recreational Vehicle Pass (one copy). This pass will be prominently displayed in the rear window or window nearest the rear of the driver's side.

11.3.2. The 3 SPTG/CC is the final approving authority for issuing a permanent pass.

11.3.3. All passes will expire on 1 October of each year. Unit commanders are required to conduct an annual recertification prior to 1 October. The appropriate documentation will be forwarded through 3 SPS/SPOL to 3 SPTG/CC.

## **12. Disposition of Abandoned POVs:**

12.1. **General.** This area concerns the impoundment and disposition of abandoned POVs.

12.2. **Policy.** Any partially dismantled, nonoperational, wrecked, junked, or derelict motor vehicle parked on or along public roadways, streets, or parking lots on the installation, will be considered abandoned by its owner.



12.2.1. All vehicles presumed to be abandoned will be impounded until lawfully claimed or disposed of in accordance with appropriate directives.

12.2.2. Abandoned vehicles on the installation will be towed and placed into impoundment at the owners expense, without liability to the government. A vehicle is considered abandoned if:

12.2.2.1. They are parked or left unsafe, derelict, or inoperable at any location on the installation for 72 hours, or

12.2.2.2. They have expired installation registration decals, expired license plates, or an expired AF Form 75, Visitor Vehicle Pass, and parked for 72 hours.

12.2.3. Abandoned vehicles parked in any area which impedes vehicle/pedestrian traffic or poses a safety hazard, are subject to immediate removal.

12.3. **Responsibilities.** The 3 SPTG/CC will appoint a board of one or more officers or civilians to dispose of abandoned property.

12.3.1. Unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will identify and attempt to determine ownership of derelict, nonoperational, junked, wrecked, or abandoned vehicles within their areas of responsibility.

12.3.1.2. Once ownership has been determined, unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will take appropriate measures to have the owner restore the vehicle to an operational condition or dispose of it.

12.3.1.3. If ownership cannot be determined, unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will notify the Security Police Desk Sergeant of the vehicles location and description. A DD Form 2504, Abandoned Vehicle Notice, will be accomplished by law enforcement personnel who will affix a copy to the vehicle. A DD Form 1408 will be issued only if there is a traffic/registration violation.

12.3.2. The 3 SVS/CC will maintain a system to ensure suspected abandoned vehicles on the installation are dealt with in a prompt manner.

12.3.2.1. Use DD Form 2506, Vehicle Impoundment Report, for this purpose and take photos of each impounded vehicle.

12.3.2.2. Ensure impounded vehicles are stored in a designated area.

12.3.2.3. Work along with the Security Police Desk Sergeant in an attempt to identify vehicle owner and provide the information to the Base Disposal Officer along with a copy of the DD Form 2506.

12.3.2.4. If the owner of the vehicle is identified, the vehicle will be released after the storage and impound fees have been paid. If the vehicle was towed by 3 TRNSS, a DD Form 1131, a Cash Collection Voucher, will be completed by the Abandoned Vehicle Section and the owner instructed to report to Finance to pay the fees. If the vehicle was towed by 3 SVS, the owner will be instructed to report to 3 SVS, Skills and Development Center, Building 21-200, for payment of towing and storage fees. The receipt will then be verified by the releasing authority to ensure payment has been received, prior to release of the vehicle.

12.3.3. The owner will sign the impound log for release of the vehicle. If the vehicle cannot be moved additional storage charges will be assessed.

12.3.4. The disposition board will conduct diligent inquiries to ascertain or locate the owner or others listed in DODM 4160-21. Registered or certified mail, return receipt requested, will be used in all attempts to correspond with the owners using the DD Form 2507.

12.3.4.1. The disposition board will publish a list of all abandoned property giving general descriptions of property in public correspondence (for example, base newspaper or bulletin).

12.3.4.2. Whenever the owner, their heirs, next of kin, or legal representative possessing a written release from the owner, or proper authorities wish to claim the property, in person, the property may be claimed anytime prior to disposition. The individual claiming the property will be required to sign a receipt upon presenting proof of ownership to the board.

12.3.4.3. If the owner has returned to Continental United States (CONUS) and desires the return of their property the expense incident to such shipment is borne by the owner.

12.3.4.4. Process the property through normal disposal channels when the owner elects to return the properly executed release document, unless the property is subject to lien.

12.3.4.5. Expend every possible avenue for determining if a lien exists on abandoned property. If so, notify the lien holder by registered or certified mail, return receipt requested.

12.3.4.6. If the owner cannot be determined and the property is not claimed, dispose of the property after 45 days.

12.3.4.7. Whenever efforts to determine the owner, heirs, next of kin, or legal representative are unsuccessful, 3 SPTG/CC may turn the property over to Defense Reutilization Marketing Office (DRMO) or 3 SVS, for immediate disposal. However, if the fair market value is \$300 or more, it may not be turned over to the receiving agency for 45 days.

12.3.4.8. All associated acquired property will be signed for by the receiving agency on AF Form 52, Evidence Tag, and the Found Acquired Property Log. All impounded vehicles will be signed for in the Vehicle Impound Log.

### **13. Base Snow Removal Operations:**

13.1. **General.** This area informs all military and civilian personnel of the general snow removal operations conducted on the installation. This instruction does not detract nor does it supersede any other regulation pertaining to snow removal operations.

13.2. **Responsibility.** The 3 SPTG/CC has overall authority and responsibility for snow removal operations on the installation.

13.2.1. Unit commanders, first sergeants, building custodians, housing quad monitors, and dorm managers are the office of primary responsibility (OPR) for the timely evacuation of parking lots scheduled for snow removal operations.

13.2.2. The 3 CES/CC, in conjunction with the 3 SPTG/CC, has operational control over snow removal equipment and prioritizes its use.

13.2.3. The 3 CES is responsible for posting signs indicating when snow removal operations are scheduled. Signs will be posted at all entrances to the parking lot scheduled for snow removal. The signs will be posted at least 24 hours in advance of any initiation of snow removal. The 3 CES will contact the Security Police Law Enforcement Desk Sergeant and advise him/her of the location of the signs. A Security Police patrol will verify the signs are posted and the information will be recorded in the Security Police Blotter. Snow removal operations may

commence 24 hours from the Security Police verification. The 3 SVS will coordinate with 3 CES, 3 SPS and tow vehicles remaining in the parking lots (at the owners expense), after 24 hours.

13.3. **Forms Prescribed:** WG Form 18 and WG Form 30.

JAMES L. MARCHAND, Lt Col, USAF  
Commander, 3 SPS